



FINANCIAL MANAGEMENT  
MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
PO BOX 480, JEFFERSON CITY, MO 65102-0480  
**EVEN START PAYMENT REQUEST FORM**

DISTRICT/AGENCY NAME	COUNTY-DISTRICT CODE
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**DIRECTIONS**

This form may be submitted monthly to request payment for anticipated expenses. The signed request form must be received by the last day of the month, preceding the month in which your district/agency expects payment.

**Reimbursement is the preferred payment method.** The district/agency should not request funds in excess of what can be spent before the next payment. Any interest drawn on federal funds will have to be paid back to the U. S. Department of Education. The district/agency may request up to **seventy-five** percent of the approved amount until the final expenditure report is submitted and approved.

Mail OR fax the completed form to: Financial Management, Missouri Department of Elementary and Secondary Education, PO Box 480, Jefferson City, MO 65102-0480; Ph: (573) 751-4420; Fax: (573) 526-6698

For program-related questions, contact Federal Discretionary Grants: Ph: (573) 526-3232; Fax: (573) 526-6698;

E-mail: [webreplyimprfdg@dese.mo.gov](mailto:webreplyimprfdg@dese.mo.gov)

BUDGET CATEGORIES	Actual Expenditures (as of date of this request)	Estimated Expenditures (projected for one additional month)	Total Expenditures (Actual Expenditures plus Estimated)	Match Funds
6100: SALARIES				
6200: EMPLOYEE BENEFITS				
6300: PURCHASED SERVICES				
6400: MATERIALS/SUPPLIES				
SUBTOTAL				
6500: CAPITAL OUTLAY				
TOTAL EXPENDITURES				
AMOUNT RECEIVED TO DATE				
AMOUNT REQUESTED (Total Expenditures – Amount Received To Date)				

The district/agency may request up to **seventy-five** percent of the approved amount until the final expenditure report is submitted and approved. Please check below if this is your Final Expenditure Report.

☐ **FINAL EXPENDITURE REPORT**

I, the undersigned, as official representative designated by the Board of Education, certify the district/agency to be in compliance with the assurances signed in the application(s).

SIGNATURE OF AUTHORIZED DISTRICT/AGENCY REP	DATE
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The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Inquiries related to Department employment practices may be directed to the Jefferson State Office Building, Human Resources Director, 2nd Floor, 205 Jefferson Street, Jefferson City, Missouri 65102-0480; telephone number 573-751-9619. Inquiries related to Department programs may be directed to the Jefferson State Office Building, Title IX Coordinator, 5th floor, 205 Jefferson Street, Jefferson City, Missouri 65102-0480; telephone number 573-751-4212.